



**City of Colorado Springs
Sales Tax Online Portal
Logging In & Connecting to Account Instructions**



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Logging in as a New User and Connecting to an Account for the first time.

Any person needing access to the Account in the online portal must register their email address; this is a new user registration. The website for the online portal is <https://coloradosprings.munirevs.com>, or you can scan the QR code above.

1. Click the Register Here hyperlink. Anyone who needs access to an account must register, as the system allows multiple users to access an account.

2. This email address must be verified; an email will be sent to the address entered to authenticate; click continue. If using a general email for your business, ensure that someone monitors for the verification email.

3. Click the link to verify your email address. If this is not completed, your email address is not registered, and you cannot log into the online portal. If this step is missed, you must register as a new user.

Subject: Verify your Email Address
To: _____@email.com>



Thank you for registering. Please follow this link to complete the registration process and activate your account:
<https://wm-qa-1.munirevs.com/verify/7?verify=54602.a20489a2bac7ba7055fd4f188cb4cd326819b8b4>

If you experience issues, you may generate a new [confirmation email](#) or [contact us](#) for assistance.



4. The link provided will reroute you to the online portal. You must complete this section; if this is not done, your email address is not registered. This is the user profile. Identifies to our office who is in the system and connected to which accounts.

5. The system will lead you to a series of questions; you have two options to connect to your Account.

- Option 1: you will need your account number and activation code.
- Option 2: you can find and connect using the Account's historic account transactions.

If you have multiple accounts, you must link to each one, such as a consolidated account or an accountant filing on behalf of various accounts.

6. Option One, the easiest, select I'll use a GOVOS Activation Code to locate/connect my Account. Click the blue button next. Enter the eight-digit account number and activation code on the next page. Click Lookup; the system will confirm in blue that your Account has been located. The system will prompt you in red or yellow if any information is incorrect or you cannot connect.

7. In the last step, choose your role with this business, click Create this connector and finish.

8. You are now connected to the Account. Your Account (s) will be listed under the "Manage Your Account(s)" section. This section is essential; it verifies that you can access the Account (s). It also provides a layer to access and print your license and account maintenance form should you have any updates.

My Email is Registered, but I can't connect to my account.

After you've logged into the business center, complete these steps. If you do not know your Account Number or the Activation Code, you must contact our office at 719-385-5903, Option 1, with the name of your business, an account number, and the email address. We will connect you to your account in-house.

1. Click the hyperlink "Click here to register" at the bottom left-hand side of your screen.

2. Click the first bullet; I'll use a GOVOS Activation Code to locate/connect my Account. You will follow through with each prompt and perform this exercise for each Account you link to. If you do not, you will not be connected.

3. Enter your Account Number and Activation Code and click next. If successful, a teal color bar will confirm the business.

4. In the last step, choose your role with this business, click Create this connector and finish.

Connecting to Multiple Accounts in the Business Center

After you've logged into the business center, you can add yourself to the businesses you manage.

1. Click the hyperlink, "Add or remove accounts from your user login by clicking here," at the bottom left of the screen.

Manage Your Account(s)

Print your License, or make account changes by clicking on your account(s) below.

Account Name	DBA	Account #	Code
Entity	DBA		

▶ Add or remove accounts from your user login by clicking here. 

2. Click the first bullet; I'll use a GOVOS Activation Code to locate/connect my Account. You will follow through with each prompt and perform this exercise for each Account you link to. If you do not, you will not be connected.



Please choose one of the options below to get started:

- I'll be using a GovOS Activation Code to locate/connect my account

If you received an activation code in the mail from the jurisdiction, you can use choose one of the other options below.

3. Enter your Account Number and Activation Code and click next. If successful, a teal color bar will confirm the business.

Account Number
Your 8-digit Account Number

AND

GovOS Activation Code
Your 6-digit GovOS Activation Code

Almost Done! Just one last step to complete.
Please review the summary information below and confirm your intent of creating this connector. If everything looks accurate, simply click on the green "Create This Connector" button.

Business Connector Confirmation

Business Name Account #

4. In the last step, choose your role with this business, click Create this connector and finish.

Almost Done! Just one last step to complete.
Please review the summary information below and confirm your intent of creating this connector.

Please choose

Business

- Accountant
- Bookkeeper
- Corporate Officer
- Other
- Owner
- Representative

Please choose

Removing yourself from the Account

After you've logged into the business center, remove yourself from a business you manage.

1. Click the hyperlink "No Longer Manage an Account" at the bottom right of the screen.

Manage Your User Account

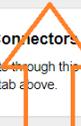
USER/ LOGIN OR EMAIL ADDRESS UPDATE: Click [HERE](#) to register a new email address. Be sure to jot down your 6 Digit Account Number and 6 Digit Activation Code from the Manage Your Account section above first!

NO LONGER MANAGE AN ACCOUNT? To remove this user email from managing an account, Click [HERE](#), and use the red "Remove" Button to remove yourself from the account.



2. If you need to remove yourself, click Manage My Connectors above the 01 to get started.

Link to Your Accounts with Connectors
Managing one or more of your accounts through this single login is facilitated by clicking on the "Manage My Connectors" tab above.



01 Get Started

3. Click the red "Remove" Button, and you will no longer be connected. If you need to reconnect, follow steps 1-2 in this section. If you prefer that an individual be removed from the Account, contact our office, and we will remove them. This area is only visible to the person registered with this email address.



Logging in As an Existing User

The website for the online portal is <https://coloradosprings.munirevs.com>, or you can scan the QR code above.

1. Enter your email address and password, click log in.

Log In
Please enter your email address and password to log in.

Email Address:

Password:

[Forgot your password?](#)

New user? [Register here!](#)

If you need assistance, see the [FAQ](#).

Forgot Password

It happens, no problem! Follow along below.

1. Click forgot password.

Log In
Please enter your email address and password to log in.

Email Address:

Password:

[Forgot your password?](#)

2. Enter your email address and click submit.

Forgotten Password

Enter your email address below. An email will be sent to you with instructions for creating a new password. If you have a spam filter enabled, be sure to add bt.str.support@govos.com to your "safe senders" list in order to receive the instructions for creating a new password.

Email

3. An email will be sent to that address.

[Colorado Springs](#) > [Business Login](#) > [Forgotten Password](#) > [Email Sent](#)

Forgotten Password Email Sent

An email has been sent to _____@gmail.com with instructions for you to set your password.
If you have any problems or questions, please [Contact Us](#).

4. An email with a link to update your Password will be sent to this address. Click this link in the email.

SPRINGS

[Click link](#)

It sounds like you forgot your MUNIREvs password. To set it, please use the following link:

https://wm-qa-1.munirevs.com/membership/forgot_password/?id=46138&d=MPLsCAUwUVwiyE12AkSe3NfoEa3giwwEgv59TwjMiqLa7d0pU8gwnb%2B3vWDy6D%2FDsA%3D%3D

5. Enter the new Password twice and click Set Password.

[Colorado Springs](#) > [Business Login](#) > [Forgotten Password](#)

Set Password

The requirements for your new password are as follows:

- Must be 6 characters or more in length.
- Must contain both letters and numerals.
- May not contain your email address or your name.

Please enter your new password twice and click "Set Password"

New Password

Confirm Password

6. Click the login with your new password link. This will take you back to the standard login page; enter your email address and the new Password.

[Colorado Springs](#) > [Business Login](#) > [Forgotten Password](#) > [Success](#)

Password Set

Your password has been set. Please [log in](#) with your new password.

If you have any problems or questions, please [Contact Us](#).

New Email Address

If you need to update and change your email address, log into the business portal with your current email address and password. If you don't remember your email address, register as a new user in Section 1 and follow all the prompts.

1. The "Click Here to register a new email address " section is at the bottom right of your screen.

Manage Your User Account



USER/ LOGIN OR EMAIL ADDRESS UPDATE: Click [HERE](#) to register a new email address. Be sure to jot down your 6 Digit Account Number and 6 Digit Activation Code from the Manage Your Account section above first!

NO LONGER MANAGE AN ACCOUNT? To remove this user email from managing an account, Click [HERE](#), and use the red "Remove" Button to remove yourself from the account.

2. Enter the new email address to email that Account. Click the link in the email and follow the prompts to get the new email address associated with your Account (s).

Email Address

Email Address (Required)

Continue